

**Town of North Yarmouth
Select Board
Meeting Minutes of Tuesday, October 18, 2022**

Call to Order (1:53-2:11)- Members Present: Brian Sites, Amy Haile, Paul Hodgetts, Katherine Perrin, and Andrea Berry were present. The Town Manager, Diane Barnes, was also present. Chairperson Sites called the meeting to order at 7:03 PM.

History Minute –(2:13-3:46)

Select Person Haile reported that the North Yarmouth Historical Society's Soup and Cider Day was held on Sunday, October 16th. She stated that even had many wonder activities with 150 in attendance.

Appointments –(3:47-28:24)

Planning Board- Paul Metevier-Alternate member term expiring June 30, 2025
Paul Whitmarsh-Regular member term expiring June 30, 2023

Selectperson Hodgetts stated that the Planning Board wanted the Select Board to reconsider their vote. He said nobody wanted to step up and be chair. Selectperson Hodgetts is in favor of this motion.

Selectperson Haile wanted to know if there was any new information that should be considered since the last meeting. Selectperson Hodgetts said there was no new information other than he supports this motion.

Chairperson Sites stated that the Planning Board had a discussion on this matter at their last meeting. The Planning Board asked the Select Board to watch their meeting. He also said that there was no nefarious intent from the Board's perspective. He does not believe there is any ill intent on behalf of the Planning Board.

Selectperson Perrin said it was nice to see members of the Planning Board at tonight's meeting. She said she watched the October 4th meeting, and it was apparent that the Planning Board is made up of a very dedicated group of individuals. The Select Board's job is how they fill and appoint boards committees. She feels her vote at the last was following the rules and that the Select Board needs to govern with clear processes.

Selectperson Haile met with Jeff Brown and Selectperson Hodgetts this afternoon to discuss the process. She gave the example of being nominated as Vice Chair of the Select Board when she didn't want that role, but she stepped up. It is hard for her to understand why a member would not want to fulfill a role.

Selectperson Berry stated that one of the Select Board's goals is to review and standardize the committee and board appointment process.

Chairperson Sites said it was not clear to him the rules on moving someone from a regular member back to an alternate member.

Selectperson Perrin said the rules need to be created that are consistent around the appointment process.

Selectperson Berry thought that a solution had already been presented when Mr. Metevier agreed to be Chair of the Planning Board.

Jeff Brown, 470 Mountfort Road, thanked the Select Board for watching how a good board deliberates and they saw an example of how a good board works well together. Mentioned that three members had recently resigned. He said the Select Board was presented with a solution and interprets the rules in different ways. All the members have gone through the same appointment process until recently when it was changed. Feels the Board's decision was an over stretch.

Paul Whitmarsh, Wild Turkey Lane, said that someone at the Planning Board agreed to be chair. Given the member's medical issues, attendance to meetings has not been consistent.

Chairperson Sites asked if the Planning Board members had even tried to take a vote on Chair. Jeff Brown said he was told to talk to members individually. He felt the Planning Board came up with a solution.

Selectperson Hodgetts stated that Kimry Corrette offered to step down, but other Planning Board members did not want her to step down. She adds a lot to the meetings and there are a lot of strong feelings on the Planning Board on the matter.

Selectperson Hodgetts, seconded by Chairperson Sites, to appoint Paul Metevier as an Alternate member of the Planning Board with a term expiring June 30, 2025. **Vote: 2 Yes, 3 No, Haile, Perrin & Berry.**

Public Hearing –(28:50-30:48)

Amendments to GA Maximums and Appendices

Town Manager Barnes stated that the Maine Department of Health & Human Services has issued new General Assistance "maximums" effective 10/1/2022 through 9/30/2023, which municipalities must use in the administration of local general assistance programs. All municipalities must annually adopt the most recent maximum assistance numbers issued by DHHS.

Chairperson Sites, seconded by Selectperson Perrin, moved to open the public hearing. After no public discussion, Chairperson Sites, seconded by Selectperson Haile, moved to close the public hearing. Chairperson Sites, seconded by Selectperson Haile, moved to adopt the amendments to the GA Maximums and Appendices from 10/1/2022-9/30/-2023 as presented. **Vote: 5 Yes.**

Special Presentations- None.

Announcements- None.

Consent Agenda-(30:52-31:05)

Chairperson Sites, seconded by Selectperson Berry, to approve the consent agenda as presented. **Vote: 5 Yes.**

Public Comment- Non-Agenda Items-(31:08-38:55)

Linc Merrill, 1572 North Road asked if we knew the number of property tax stabilization (LD 290) applications that have been received. Town Manager Barnes stated that she did not have a number as they are still being accepted and processed. She said she would have a better idea after December 1st. Mr. Merrill is concerned about the impact to the community if the State is unable to fund the program. He also wanted to know the reason that the ZBA appeal hearing was postponed and if there is a new date scheduled for the meeting. Town Manager Barnes stated that a new date has not been scheduled.

Judy Potter, Walnut Hill Road, asked when the EV Charge Stations located at WH&NYCC would be metered. Town Manager Barnes stated that nothing has been done and that it would be a budgetary item in the next budget if the Select Board chooses to charge for electricity. She also stated that she would be checking other municipalities that have metered stations and inquire about the average cost to charge a vehicle. Judy also inquired about Blue Haven Solar reimbursement. Town Manager Barnes stated that she would report back on the amount of credit that was issued. Judy questioned whether process changes would need to be in the charter. Chairperson Sites replied that these would be by-law changes and are not part of the charter.

Management Reports and Communications –(39:04-56.34)

EDSC-Selectperson Perrin

Selectperson Perrin reported that the EDSC met on September 22nd and the meeting was centered around solidifying the work forward regarding their charge to figure out what is and what is not working in the Comp Plan. Subcommittees were created to coordinate an event with public input. The next meeting is scheduled for October 27. Members who assisted in crafting the original comp plan have been invited to attend the October meeting to share their thoughts and reasoning around the creation of the document.

Parks & Recreation-Selectperson Berry

Selectperson Berry did not attend the last meeting but did review the minutes. She stated that they are working on creating a management plan for Chandler Brook Park. She stated that dog waste is becoming an issue at the parks. She encouraged everyone to make sure they are bagging their dog waste and that it ends up in a trash receptacle.

Planning Board-Selectperson Hodgetts

Selectperson Hodgetts stated that everything was covered at the beginning of the meeting.

Recycling Advisory Committee-Selectperson Berry

Selectperson reminded everyone that October has been designated as plastic free October from the Recycling Committee as an attempt to reduce contamination within our recycling materials. Ecomaine has a helpful tool with guidance on recyclable materials. The committee is talking about whether composting should be under their charge as well. Each week they are releasing a plastic alternative to what is typically used as one-use plastics.

Living Well in NY-Selectperson Haile

Selectperson Haile reported on two recent events hosed by Living Well. The first event was the grand opening on September 24th of the "Story Walk" trail. The second event was the annual Kite Festival held on October 1st. Future meetings will be held on the second Tuesday of each month. Peggy Leonard attended their last meeting to discuss her role with Casco Bay Trails on the Rails to Trail.

Zoning Board of Appeals-Selectperson Hodgetts

Selectperson Hodgetts reported that the organizational meeting was held on September 28th. Paul Napolitano was voted in as Chair and Kevin Robinson was voted in Secretary. They also approved their by-laws. They met again on October 13 in executive session with legal and the October 19th appeal hearing has been postponed.

Recreation Advisory Committee-Selectperson Haile

Selectperson Haile spoke with one of the members who confirmed that she was still on the committee and that they meet infrequently.

Joint Standing Committee-Selectpersons Berry & Sites

Chairperson Sites reported that they had not met but heard they might be meeting soon.

Walnut Hill Parkway-Selectperson Sites & Hodgetts

Selectperson Hodgetts reported that they had not met.

Town Manager's Report:

Finances

An overview of the 1st quarter FY 23 finances will be presented at the November 1st Select Board Meeting.

GF Checking- Converted the operating account to an interest-bearing account beginning 10/1/2022. The current offering is 1.75%. she will be evaluating the cash on hand for a few months to determine whether it is feasible to move some on the funds to a CD.

Personnel

Ben Scipione's name was submitted to Cumberland County to be enrolled in the Leadership program at Southern Maine Community College. This program funded through federal funds received by the Community College. Ben was accepted and is committed to attend 7 days starting October 12 through January 18th.

The Leadership Academy is an opportunity for the Towns/County to invest in their up-and-coming leaders within their organization. The Academy introduces leadership concepts to employees and makes employees think a little differently than they may normally do during their normal day.

We are operating with limited staff in our main office. Please be patient and we will serve the public as soon as possible.

Fuel Bids

On 9/23/2022, locked in fixed rates for the following fuel sources:

#2 Heating Oil- \$3.77 with Dead River

Diesel- \$3.85 with Dead River

Gasoline- \$3.25 with Dennis K. Burke Oil

The bid process was done through Maine Power Options who is an energy purchasing consortium that serves an aggregator for Maine's local governmental and non-profit organizations. Their group purchasing programs are designed to increase the buying power of eligible participant organizations for the purchase of fuel oil and electricity.

Audio Visual Update

Connectivity Point provided solid timelines for the installation of our new audio/visual equipment. We are scheduled to receive the equipment by the second week of November. We are on a scheduled for November 21st-24th of November and a target completion date on the 28th and 29th.

Old Business

Select Board Goals- (56.42:1:05:48)

The Select Board discussed which goals that they would like to take the lead on. Selectperson Berry stated that she would update the list to be posted for the public.

New Business

Amendments to GA Maximums and Appendices

This item was voted on under item IV. Public Hearing.

Committee & Board Procedures - (1:05:49-1:13:57)

Chairperson Sites circulated a sample police for Boards and Committees Standard of Conduct. One of the elements is to set standards around our committees. This is information for a future discussion.

Mike Mallory commented that there was a committee policy in place and asked how this differs. Chairperson Sites stated that the policy presented tonight is a code of conduct. This policy would be an enhancement to that section. He also stated that we have a social media policy in place.

Selectperson also stated that this addresses communication and social media.

David Reed suggested that the Select Board make sure the codes of conduct are airtight, that they are published, and that there will be a public process as the Board considers and deliberates on the policy.

Schedule TIF Workshop-November 15, 2022, at 6pm

Select Person Perrin stated that she would like to have updated materials for the workshop.

Chairperson Sites, seconded by Selectperson Haile, to schedule a TIF workshop on Tuesday, November 15, 2022, at 6pm. **Vote: 5-Yes**

Any Other Business- (1:13:58-1:18:23)

Chairperson Sites discussed committee structure and management. He asked the SB Liaisons to reach out to the committees on the following:

Meeting Management- Remind committees that the WH&NYCC closes at 8p on weekday. Ensure that all committee meetings have concluded, and all members and meeting attendees have exited the facility prior to closing.

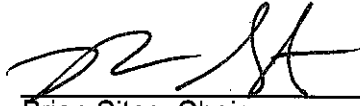
Committee Evaluation- The Select Board should be monitoring and evaluation activities to ensure that inter-committee work is encouraged, duplicative services/initiatives are minimized or eliminated, and that each committee or board is working to serve the needs and interests of all 4,000 plus residents in the community. In the coming months, the Select Board will discuss how to create a framework of evaluation that this and future Select Boards can use as a tool into the future.

Adjournment- (1:18:38-1:18:40)

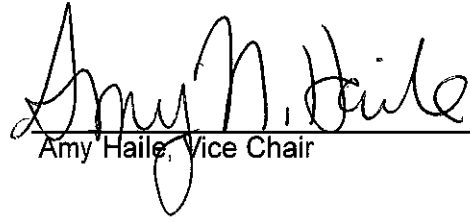
Selectperson Hodgetts, seconded by Selectperson Haile moved to adjourn at 8:22pm. **Vote: 5 Yes.**

Diane Barnes
Town Manager/Recording Secretary

Select Board

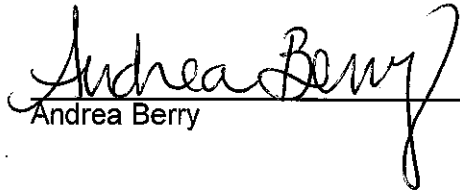


Brian Sites, Chair



Amy Haile, Vice Chair

Paul Hodgetts



Andrea Berry

Katherine Perrin